

### Abstract of the Disclosure

A multi-function apparatus and method for receiving and printing an electronic letter is provided for a plurality of users. An electronic letter receiver converts received data from a mail server into image and character data and outputs the image and character data. A letter storing unit sorts and stores the image and character data by the users' accounts. A display unit displays information extracted from the image and character data. A user interface unit outputs a display requesting signal when an authorized user requests to view letters for the user and outputs an account control signal having information selected by the authorized user from the displayed information. A controller stores the image and character data received from the electronic letter receiver in the letter storing unit, outputs the stored image and character data to the display unit in response to the display requesting signal, reads image and character data, which is selected from among the stored image and character data based on the account control signal, from the letter storing unit, and outputs the read image and character data together with a printing control signal. A printer prints letters corresponding to the data selectively read by the controller, in response to the printing control signal.